

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0319***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: ASSISTANT SUPERINTENDENT, GOLF COURSE**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist in the planning and execution of daily operations and special projects of the golf course.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Evaluates requirements for the completion of projects and daily functions, and accordingly configures the most efficient use of time, effort, materials, and equipment.

Maintains golf course by mowing greens, tees, fairways, roughs, and by aerating, sodding, and applying topdressing and overseeding; operates and maintains irrigation and drainage systems.

Identifies turf-related diseases, insect and weed infestation, and applies appropriate fertilizer, pesticides, or other chemicals as necessary.

Instructs personnel in proper, effective, and safe operation of equipment; performs preventive maintenance and minor repairs on equipment.

Assists in construction of fences, enclosures, birdhouses and other small structures.

Participates in the designing and building of greens, tees, bunkers, and other landscaping structures; coordinates subcontractors for projects; documents and photographs progress of projects.

Responds to emergency and weather-related calls during off-duty hours as required.

Maintains and replenishes inventory of necessary supplies, materials, and equipment parts.

Performs other assorted tasks as necessary including tree pruning and removal, masonry, painting, and snow and ice removal.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training emphasis in golf course or landscaping maintenance; supplemented by one (1) to two (2) years previous experience and/or training involving golf course management or landscaping; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain Tennessee Pesticide Applicator Certification.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of

climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, vibrations, electric currents, toxic agents, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.